

Minutes of the Library Advisory Committee (LAC)

For the Montgomery County Correctional Facility (MCCF)

For November 19, 2018

The meeting, held at the Rockville Memorial Library, was called to order by LAC Chair, Kathy Lorr. Attendees included LAC members Frank Joseph, Richard Lorr, Patricia Hulsebosch, and Mier Wolf; James Donaldson, Acting Assistant Director, Collection and Technology of Montgomery County Public Library (MCPL) and Interim MCCF Library Manager; and Tanner Wray, MCPL Liaison to the LAC. The minutes of the October 18 meeting were approved. The Chair reminded everyone that our next meeting (December 10) will be located at the MCCF. Everyone reviewed and signed a thank you letter to E. Ethelbert Miller, notifying him of the LAC's recent award; Kathy will send.

1. **Membership Report.** Discussed recruiting LAC members including diversity and Clarksburg membership. Pat and Kathy are going to set up a meeting at their church in December to encourage those involved in correctional issues to consider working with our LAC. The LAC decided to defer inviting an inmate to attend our LAC meetings until we have a manager.
2. **Interim Library Manager's Report.** An offer has been made to a new MCCF Library Manager who could be approved within the next month. Discussion of newly elected MC Executive Elrich's scheduled Listening Sessions. Denise Habib's shadowing offer will be taken up by LAC members individually; specifically, Richard will contact Denise and see when he and Pat could observe library operations. Agreement that we have collected and are learning a lot of info about basic library operations and needs. Kathy is working on an MCCF Library Fact Sheet to help us communicate the uniqueness of our Library.
3. **Library Board Liaison Report:** Tanner reported on the 11/7 Joint Meeting of FOL and Library Board and the remarks made on the Eleanor Ablard Award received by the LAC.
4. **Report on Book Donations.** Pat noted that we continue to look for paperback books to donate to the jail library. Many go with the inmates so there is a constant need. (Note: The LAC's **Goal: Continue to cultivate sources for book donations.**)

New Business:

1. **FOL Executive Director Ari Brooks and Deputy Director Lysette House joined the LAC meeting at Frank's invitation.** LAC Chair noted that liaison with FOL was an important LAC goal (**Goal: Increase awareness of MCCF Library, for example, through liaison with the Friends of the Library**). Ari noted there are as much as \$3,000 FOL funds available to the MCCF Library in an FOL account. FOL funds could be used for staff development or to pay honorarium to writers/readers. Designated or restricted gifts for the MCCF library can sit at FOL and be made available to the library manager. She noted the limits on what FOL funds can be used for: the funds have to benefit the folks using the library and can't be used for what MCPL will fund. The LAC could discuss other ideas with Ari's development person and ask for funding. Her development person could come to our meetings and work with us to find funds or donors for a specific project. Ari mentioned that the Better World of Books wants to do a high profile funding project and could be a source of grant funding for our LAC.

Typically, an LAC would identify a need or a grant and discuss this with the Library's Manager, who would then discuss this with the MCPL Director, who would then go to FOL. Ari will also consider FOL funding of LAC projects approved by the Library Board. The FOL has multiple income streams. Funds from the Wheaton FOL books sales provide money throughout the entire MCPL system. Often this money is distributed to branches that don't have active FOL chapters. A Library Manager can request that FOL fund anything; the request is made to Ari and her FOL Board approves it. FOL is a better source for funding than for used books. Ari recommended that if inmates need certain books, it's better to have MCPL figure out how to get those books. FOL/Ari gets donated books and are obligated to sell those books. They recycle or repurpose used books. Note: Books donated to MCPL belong to MCPL; good books are kept and others may go to FOL. Ari also suggested that James could send a message out to MCPL Libraries and say the MCCF Library has a unique need, so please give the MCCF Library X kind of books before they go to FOL. He could also urge libraries to take turns each month sending MCCF PL books, and send them reminders. Book repair is done at MCCF and libraries take turns each month sending books. Ari suggested that FOL fundraising for our LAC is better than having FOL offer used books. Ari suggested we could pass outside restricted donations to LAC through FOL

2. Regarding our goals, priorities, and activities for this year, we discussed:
 - **Goal: Increase awareness of and advocacy to address MCCF PL staffing shortages.** LAC decided to wait on sending the letter drafted by Frank until our new County Executive has appointed the Director of the MCCF and the Director of MCPL. Otherwise it would likely have to be re-sent. At that point, Tanner can carry it forward to the Board for their discussion and ratification.
 - **Goal: Deepen our understanding of library needs.** Richard is going to talk to and work with Denise on questions of how we will implement our survey, including a possible Spanish translation. The survey's form, implementation, timing, and the questions asked will need to be decided by our new Library Manager, e.g., whether it is implemented by the new Library Manager, by Denise, by LAC observers, or in connection with a focus group.
 - **Note: work on our Goal to Regularize and expand the Poetry Program, and bring more poets and writers to MCCF for readings and discussions of books and writing is on hold until our new Library Manager is on board.** Kathy will distribute a list of specific dates proposed for MCCF readings on upcoming 2019 holidays (e.g., Mother's Day, Father's Day, Valentines, etc.) so that these can be scheduled in advance.
 - Next meeting is December 10 at MCCF in Clarksburg at 11:00 a.m.

Submitted by Mier Wolf, Secretary Pro Tem; with edits by Kathy and Richard Lorr